



# Ripon Grammar School

6 October 2025

Dear Parents/Guardians

## ParentPay

ParentPay provides a simple and secure method for parents to fund school activities including trips, events and meals. The majority of parents keep their child's account in credit which greatly assists with transactions in school. However, currently about 12% of accounts are in debit [a total of c£4000] which unfortunately means that purchases at break and/or lunch require the catering staff to make a manual override. This delays the queue and slows down service for others. The finance office also have to make contact to ask for accounts to be topped up.

For accounts which remain persistently in debt we may need to impose some restrictions on students being able to make a food or drink purchase at break time or, in extreme cases, require students to bring a packed lunch to school.

I would therefore be very grateful if all parents could ensure that their child's account is in credit for the start of next half term, **by Monday 3 November**, and that they maintain a level of credit in the account to facilitate catering and finance operations moving forwards.

**ParentPay now offers the option of Auto Top-Up.** This is a simple way to ensure your account never falls below £1 through an automatic bank transfer. It has the added bonus of saving you time. I would urge all parents to register and set up this function as soon as possible.

For any parents who are struggling financially to ensure their ParentPay account is in credit, please contact the finance office who can explore ways to assist in a confidential way.

Yours sincerely

**Jonathan Webb**  
Headmaster

*Founded in Saxon Times, re-founded in 1555*

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